



## INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

### Chair's Corner



Fall activities are beginning to take shape! This month is promising to be quite busy (take a peek at the calendar on pg 12):

**Coordinated Job Fairs:** This month begins feverish activity from one of our new initiatives, collaborating with various colleges and universities to provide no cost or low cost Government Career Fairs for our agencies. With so many of our federal employees eligible to retire within the next several years, agencies are utilizing every opportunity available to recruit quality candidates to fill the positions for which we have the financial means. There are five opportunities for you to participate in Job Fairs in September. If you cannot find the registration packet sent to you in August, you can find it on our website.

We are working with FEMA to assist with a tasking they have of hosting a collaborative workshop and tabletop exercise for all the Department of Homeland Security agencies in Oklahoma. We welcome the opportunity to assist FEMA as well as our member agencies in this effort!

Our statewide kickoff for the Combined Federal Campaign (CFC) is September 17<sup>th</sup> with the CFC Fun Run (or Walk). More detailed information about proceeds and participation is provided on page eight of this newsletter. Your involvement could increase your agency's CFC overall contribution; I encourage everyone to participate!

We are already exploring topics for interagency training to be made available next spring with the input of many of you. Call the FEB Office if

you have a particular topic you would like to see brought to Oklahoma for employees of your agency with the cost effective results of interagency collaboration. Watch the newsletter and our website for these future offerings.

**Executive Breakfast Forums:** are a Federal Executive Board (FEB) initiative to provide Executives in the Senior Executive Service, Military, Schedule C appointments, and Senior Leaders (their deputies and designees) to meet and receive information on timely topics affecting their careers and the environment in which they lead. This month's topic is "Old School/New School: How should we lead TODAY". If you are the principal area officer (senior official of the agency with no superior official within the metropolitan area), you are a member of the FEB and should have received a registration form for this meeting.

As we approach the new fiscal year, I want to remind you to vote for your FEB Chairperson on the ballot distributed this month. This important activity is to ensure we continue to have effective leadership for the Federal Executive Board during times of change so we may continue to coordinate needed resources for our federal community. Be sure to use your voice and VOTE.

*Dorothy A. Overal*

Inside Stories	Pg	Inside Stories	Pg
PMA	2	Performance Trap	7
Pride in Public Service	3	E-Learn Updates	8
Faith-based & Community Outreach	4	Pay for Performance Issues	8
Military Service Deposit	4	CFC Fun Run/Walk	8
FirstGov-Back 2 School	4	Leadership Book Review	9
Life-Cycle Funds-TSP	5	Upcoming Events	10
Emergency Plans-Cost Effective	6	Upcoming Training	11



## THE PRESIDENT'S MANAGEMENT AGENDA

### Working For America Act

#### **To Federal employees:**

The Administration has developed draft legislation to require agencies to better manage, develop, and reward employees to better serve the American people. We are now beginning a process to inform all interested parties of our thinking. There will be much public debate and discussion in the months ahead about whether, how and when to adopt these proposals. We want this debate to be as informed as possible, to be about the facts of the proposal, and not what some may suppose it is about.

We most want you to understand what is being proposed, why, why now, what's in it for you, and what assurances there are that the proposed changes can be successful and good for you. The documents below provide information about our draft proposal:

- Facts about the draft bill, including guiding principles ([www.whitehouse.gov/results/agenda/facts-about-draft-bill.pdf](http://www.whitehouse.gov/results/agenda/facts-about-draft-bill.pdf))
- A summary of the draft bill ([www.whitehouse.gov/results/agenda/summary-of-draft-bill.pdf](http://www.whitehouse.gov/results/agenda/summary-of-draft-bill.pdf))
- The draft bill ([www.whitehouse.gov/results/agenda/draft-bill.pdf](http://www.whitehouse.gov/results/agenda/draft-bill.pdf))
- A section-by-section analysis of the draft bill ([www.whitehouse.gov/results/agenda/section-by-section-analysis.pdf](http://www.whitehouse.gov/results/agenda/section-by-section-analysis.pdf))
- Answers to Frequently Asked Questions about the draft bill ([www.whitehouse.gov/results/agenda/faqs.pdf](http://www.whitehouse.gov/results/agenda/faqs.pdf))
- A comparison of the draft bill to current law and reforms currently underway at the Departments of Homeland Security and Defense. ([www.whitehouse.gov/results/agenda/comparison-of-draft-bill.pdf](http://www.whitehouse.gov/results/agenda/comparison-of-draft-bill.pdf))

Sincerely,

Clay Johnson

Deputy Director for Management, OMB

*FEBs nationwide recently received executive briefings by US Office of Management and Budget Deputy Director for Management Clay Johnson and US Office of Personnel Management Director Linda Springer about draft legislation entitled "The WORKING FOR AMERICA ACT 2005 (WFAA)" They've asked that we share this information as widely as possible in an effort ensure Federal employees are informed as the process moves forward.*



## Pride in Public Service

### Did You Know...

#### *Department of Homeland Security Protective Security Advisors*

The Department of Homeland Security's (DHS) **Protective Security Advisors** is a new branch of the Federal Government established to partner with state governments, communities, and businesses to protect critical assets. The mission of the Protective Security Advisor (PSA) is to represent the DHS, in local communities throughout the United States, serving as a liaison between the DHS, the private sector, and federal, state, local, and tribal entities; acting as DHS' on-site critical infrastructure and vulnerability assessment specialist; providing expertise and support to the Principal Federal Officials(s) responsible for National Special Security Events; and providing real-time information on facility significance and protective measures.

Physical or cyber attacks against the Nation's critical infrastructures and key resource sectors can have cascading and devastating effects on our national security, economic vitality, and way of life. Every day, we rely on the efficient and economic operation of the Nation's power stations, chemical plants, transportation systems, and other critical infrastructure assets and systems for essential goods, services, and daily necessities.

With roughly 85% of all critical infrastructures and key resource assets owned privately, DHS recognizes that its core mission to secure America can only be accomplished in partnership with the businesses that own these assets and with the state governments and local communities within which these assets are located.

To better partner with state governments, local communities, and businesses, DHS is placing a cadre of highly-experienced security specialists in neighborhoods throughout the country to assist local efforts to protect critical assets and provide a local perspective to the national risk picture.

With an average of 20 years of anti-terrorism and security experience, these dedicated critical infrastructure and vulnerability assessment experts, or Protective Security Advisors, are recruited from, live, and work in your communities. They provide a federally funded resource to communities and businesses to assist in the protection of critical assets.

The role of the Protective Security Advisor is to:

- Support the development of the national risk picture by assisting in identification, assessment, monitoring, and minimizing risk to critical assets at the local or district level
- Facilitate, coordinate, and/or perform vulnerability assessments for local critical infrastructures and key resources
- Upon request, assist with security efforts coordinated by state Homeland Security Advisors

Protective Security Advisors are federally funded infrastructure protection resources for your communities. They provide a number of valuable services and functions, including:

- Assisting in and supporting comprehensive risk and physical/technical security analyses
- Providing guidance on established security practices
- Conveying local concerns and sensitivities to DHS and other federal agencies
- Communicating requests for federal protection training and exercises
- Providing reach-back capability to DHS or other Federal Government resources
- Providing local context and expertise to DHS to ensure that community resources are used appropriately, efficiently, and effectively



## Faith-Based and Community Initiatives

**National Initiative:** One of President Bush's first official acts as President was to create the White House Office of Faith-Based and Community Initiatives. The Office was tasked at its inception with leading a "determined attack on need" by strengthening and expanding the role of faith-based and community organizations in addressing the nation's social problems. The President envisions a faith-friendly public square where faith-based organizations can compete equally with other groups to provide government or privately-funded services.

President Bush also created Centers for Faith-Based and Community Initiatives. Currently Agency Centers for Faith-Based and Community Initiatives reside in:

- Corporation for National and Community Service
- Department of Agriculture
- Department of Commerce
- Department of Education
- Department of Health & Human Services
- Department of Housing & Urban Development
- Department of Justice
- Department of Labor
- Department of Veteran Affairs
- Small Business Administration
- U.S. Agency for International Development

President George W. Bush's Faith-Based and Community Initiative represents a fresh start and bold new approach to government's role in helping those in need. Too often the government has ignored or impeded the efforts of faith-based and community organizations. Their compassionate efforts to improve their communities have been needlessly and improperly inhibited by bureaucratic red tape and restrictions placed on funding.

The White House Office and the Centers for the Faith-Based and Community Initiative -- located in ten Federal agencies -- are working to support the essential work of these important organizations. Their goal is to make sure that grassroots leaders can compete on an equal footing for federal dollars, receive greater private support, and face fewer bureaucratic barriers.

**At the Local Level:** A council of federal agency representatives meets on a regular basis to share information on efforts, events, and initiatives in our surrounding area.

Through collaborative efforts of this group, in a short time they have:

1. Accomplished a comprehensive coordination effort to incorporate faith-based and other community organizations in agency programs and initiatives to the greatest extent possible;
2. Developed and coordinated agency outreach efforts to disseminate information more effectively to faith-based and other community organizations with respect to programming changes, contracting opportunities, and other agency initiatives, including Web and Internet resources.
3. Participated in community events to share information on federal initiatives, sharing information from an 'all agency approach'.

Please call the FEB Office, 405-231-4167, if you are interested in becoming involved in this new FEB Council or would like to attend their next meeting.

### Back to School

Whether your children are starting kindergarten or heading off to college, FirstGov.gov's Back to School page has sound advice for parents, students, and teachers. Whether it's getting help with homework, avoiding the class bully or finding scholarships, you'll find online resources that take the stress out of September.

You can find all the answers you need--from vaccination requirements to financial aid application forms. Also get activities to help your child succeed in school, and learn tips on healthy lunches and lots more topics here as well.

Discover additional resources at

[http://www.firstgov.gov/Topics/Back\\_to\\_School.shtml](http://www.firstgov.gov/Topics/Back_to_School.shtml).

### Free Software Calculates Military Service Deposit

New, free software is available to help employees with previous military service calculate how much they must deposit into their federal retirement programs to receive full credit for their military service.

The tool, from independent software developer Robert Benson, covers employees under both the Civil Service Retirement System and the Federal Employees Retirement System. It is in Visual Basic format and is intended for use primarily by personnel and payroll offices.

To get the software, send a disk and a self-addressed, stamped mailer to 6150 Stornoway Drive S., Columbus, OH 43213.

*Taken from Federal Times, July 18, 2005 edition (pg 16)*



## TSP launches life-cycle funds

New life-cycle investment funds are now available to participants in the Thrift Savings Plan, as of Monday.

The TSP, which is a 401(k)-style retirement savings plan for federal employees, launched its newest set of funds in order to help participants allocate their money more effectively, according to plan administrators.

TSP Executive Director Gary Amelio said that surveys "have all shown that about 90 percent of plan participants either never ever reallocate their account balance or do so less frequently" than they should. "A great number of participants either never get on, or fall off, the participant frontier," Amelio said.

The new fund, which the TSP is advertising as putting investments on "cruise control," automatically shifts participants' money from a mix of riskier to more conservative investments as participants age, according to TSP literature.

Now, participants who log onto their accounts on the TSP Web site have the option to allocate money into the L 2040, L 2030, L 2020, L 2010 and L Income funds. Investors can opt into one of those funds based on the date they expect to start using the money in their account once they leave the civil service, TSP officials said.

Participants can make two changes to their account makeup to divert money into the new fund. They can change their contribution allocation to put any new contributions into the life-cycle fund, or they can perform an interfund transfer which will move an existing account balance into the fund.

On the TSP Web site, advisers warn participants to "think carefully before investing in multiple funds. The L Funds are designed so that 100 percent of your TSP account should be invested in the single L Fund that most closely matches your time horizon. Any other use of the L Funds may result in less than optimal returns, a higher amount of risk in your portfolio, or both."

Until now, the TSP had five investment funds. This sixth set allots resources among the five already existing options: government securities, fixed income securities, common stocks, international stocks, and small and mid-size companies.

For participants who foresee retirement around 2040, for example, 42 percent of their money will be invested in common stocks and 5 percent in government securities, the most conservative fund.

Participants who predict retirement around 2010, on the other end of the spectrum, will have 43 percent of their funds put into government securities and 27 percent in common stocks.

Life-cycle funds are automatically rebalanced daily. Then, each quarter, the investments are shifted to a slightly more conservative mix. TSP officials also review the investment mixes periodically to ensure suitability.

Participants can view pie charts illustrating how investments will change over time in the various "life-cycle" funds on the TSP Web site (<http://www.tsp.gov/account/index.html>).

Despite discussion in the past of making this new option the default for participants who do not designate specific funds, the default will remain the G fund for the time being, according to TSP spokesman Tom Trabucco.

### Great American Documents

Still in that patriotic mood after all of the Independence Day celebrations earlier this month? Or are you a history buff? Check out FirstGov.gov's Historical Documents page to view historic American documents such as:

- ✓ Declaration of Independence
- ✓ Constitution of the United States, including the Bill of Rights
- ✓ Emancipation Proclamation
- ✓ Gettysburg Address

You'll find these and other important historic documents at:

[www.firstgov.gov/Topics/Reference\\_Shelf/Documents.shtml](http://www.firstgov.gov/Topics/Reference_Shelf/Documents.shtml)





## Good emergency plan is cost-effective year-round

*Taken from Federal Times, July 18, 05 "CFO Viewpoint"*  
*By Chris Shenefiel*

Agencies responsible for managing critical functions that must be sustained through natural or man-made disasters must fulfill the government's continuity of operations directives. That covers virtually every agency in the government.

"All Federal agencies, regardless of location, shall have in place a viable COOP capability to ensure continued performance of essential functions from alternate operating sites during any emergency or situation that may disrupt normal operations" states Federal Preparedness Circular 65, revised last year.

Not every agency receives the corresponding budget to ensure information infrastructures and communications processes are compliant, but even agencies that do not fall under the defense or Homeland Security departments can cost-effectively address COOP. Some are using COOP objectives as an opportunity to rethink operations and cut costs while improving service. One key contributor is greater reliance on flexible, highly secure Internet protocol (IP) communications, improved storage, and data-center and optical networking technologies.

COOP is about more than technology, but its technology implications are still sweeping.

In case of disaster, an agency's network and applications should be able to redirect government communications and information to locations outside the affected locations. For example, even a snowed-in work force should be able to remain productive from the employees' homes. In this light, COOP requires agencies to ensure resilience and security across agency networks, applications, communications and the work force.

Sound daunting? The good news is that, in most cases, COOP capabilities are supported by and integrated with existing network infrastructure. Furthermore, by addressing COOP, agencies can cost-effectively enable additional valuable capabilities.

For example, the technology necessary to achieve work-force resilience through disruptions, such as the snowstorm, also can enable teleworking during normal operations. Secure virtual private networks link workers' homes to the agency data centers, keeping employees connected to voice mail, e-mail, video communications and business applications. With the same investment, agencies can address both

COOP and the 2001 Congressional Federal Telework Mandate.

Agencies are also deploying special crisis-management solutions to address COOP. For example, in the case of the snowstorm, a so-called dial blast could link dispersed disaster-response teams with an integrated voice-video conference to immediately begin planning recovery efforts. If properly planned, the same solution can also enable secure conferencing during normal operations.

Effective COOP strategies require resilient applications. Many agencies achieve this, and reduce operating costs, by consolidating multiple independent data centers into primary and secondary data centers. These operate in tandem across a high-speed network that supports data synchronization and backup. Continued operations aren't the only benefit: Advanced storage area networks can improve storage flexibility and protect data.

Networking technology can transparently direct traffic between centers based on either load demands or system management demands.

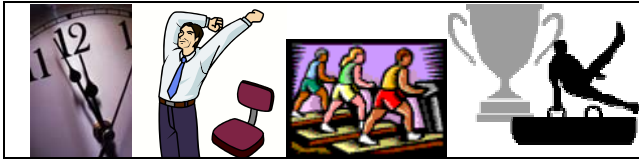
In addition, using the latest blade servers and load-balancing technology enables an agency to deploy few total servers, slashing costs.

The foundation of continuity is a resilient network that delivers secure, end-to-end connectivity and reduces management complexity and costs.

Agencies must put into place a variety of technologies to fulfill the technical requirements of COOP. Application resilience demands business-ready data-center architectures, applications- and content-delivery services, storage networking and data replication. IP telephony, IP conferencing and IP-based call centers enable resilient communications. Secure wired and wireless integration and telework solutions support work-force resilience. And a resilient network keeps the information and communication flowing.

In augmenting existing infrastructures, agencies do more than simply address the intent of COOP; they enable new capabilities, cut operational costs and boost productivity. As Federal Preparedness Circular 65 states---and many federal agencies are learning---"COOP planning is simply a "good business practice."

Chris Shenefiel is federal government industry solutions manager with Cisco Systems.



## The Performance Trap

By Andy Core, M.S.

Do you want to perform at a higher level? Be more productive? Log better results? Okay, how are you going to do that? Work harder? Work more? These are common answers, but you have just fallen into the performance trap.

What is the performance trap? It is when you say “If I only had more (blank), I’d be able to accomplish more.

I asked three different sales teams at three different Fortune 500 companies to fill in the blank, “If you only had (blank), you could accomplish more. Ninety percent said “time”. This is not surprising, given that spending more time at work has been the trend for 50 years.

The average workweek has risen from 38.5 hours in 1950 to almost 50 hours today. Has performance increased? You bet. The problem is that our health has suffered.

Olympic athletes constantly search for higher performance. They have learned, however, that the answer is not just to work longer and harder. That is the recipe for injury and burn out. They looked elsewhere and discovered two areas that offer significant opportunity for increased performance:

1. **State of physical health** (heart rate, blood pressure, stress hormone level, etc.)
2. **Daily lifestyle** (daily sleeping and eating patterns, leisure time, etc.)

Focusing on healthier lifestyle choices is the answer. It delivers substantial performance gains.

NASA studied and compared the performance of individuals that participated in a fitness program and persons who did not. Those that participated were 12.5 percent more productive at their jobs and exhibited higher levels of concentration and better decision making.

Businesses today would spend a fortune to boost productivity just one percent. Fathom 12 percent!

Instead of working harder, work smarter. Take care of yourself and your body will take care of you. To start, adopt two new habits.

### Drink Water

Research shows that if you are one percent dehydrated you lose 10 percent of your mental and physical capacity. At two percent dehydrated, you lose 25 percent production potential. Many people—probably you—regularly let themselves become dehydrated. This offers a significant opportunity for enhancing your performance. By simply drinking water (which is free) instead of coffee or soda, you potentially could experience a 25 percent boost in mental and physical energy.

### Get on Your Feet

By adding as little as 15 minutes a day of additional physical activity you can decrease stress hormone production, increase the “feel good” brain chemicals, increase body temperature which promotes the same feelings of relaxation you get from sitting in a hot tub, and increase alpha brain waves. If you have seen yoga masters painlessly walk barefooted across red-hot coals, you have seen the power of alpha brain waves.

The fastest and most productive way to increase at-work activity is by MBWA (management by walking around). Consider holding “walking meetings, versus “sit downs”. This is as simple as saying, “Bob, you got a minute for a little MBWA?” With MBWA, you can easily accumulate an additional 15 minutes of physical activity.

In conclusion, start today by taking better care of yourself. Find meaningful performance gains by simply adopting some healthy habits. Drink more water and take more walks during the workday. It is free and you will live longer, be happier, and be more successful—not a bad ROI (return on investment).

Copyright © 2005, Andy Core, M.S. All rights reserved. Used by permission.



## OPM ANNOUNCES E-LEARNING WEBSITE MODIFICATIONS

<http://www.fednews-online.com>

The Office of Personnel Management announced Thursday it has transformed its government-wide, e-learning Web site, [www.GoLearn.gov](http://www.GoLearn.gov), to align the site with the agency's other e-government initiatives.

The site, now known as [www.USALearning.gov](http://www.USALearning.gov), showcases web-based learning opportunities across the federal government.

"The revamped [USALearning.gov](http://www.USALearning.gov) reflects our commitment, through the e-Training Initiative, to advancing America's workforce through one-stop access to high quality e-Learning products, tools and services," said OPM Director Linda Springer.

Although the site has a new name, the e-Training Initiative and the e-Training Service Provider Consortium will continue to offer the same high-quality services, such as FPMI Solutions' MERIT program, that users have encountered in the past.

Users migrating from [GoLearn.gov](http://www.GoLearn.gov) to [USALearning.gov](http://www.USALearning.gov) can access the site via their same user name and password.

Future additions to [USALearning.gov](http://www.USALearning.gov) will include a federal course catalog, which will provide users government-wide the ability to view and purchase and an analytics server for data collection and aggregated reporting for agency-focused and government-wide purposes.

### ***Facts About Your Hometown***

Check out [FirstGov.gov](http://www.FirstGov.gov)'s facts and figures about your community page to get information relevant to your area. This page provides links to facts on the environment, health, science, travel, and more. You can:

- ✓ Find basic facts about your local economy.
- ✓ Check today's ozone levels in your town.
- ✓ Get a health profile of your state.
- ✓ Check the average price of a home and current mortgage rates.
- ✓ Check your state's reading and math test scores.
- ✓ And much more!

Learn more facts and figures at  
<http://www.firstgov.gov/Citizen/Facts.shtml>

### **2005 CFC Fun Run and Walk**



2 Mile Run/Walk  
5 Km Competitive Run  
10 Km Competitive Run

***Proceeds*** from the Race for Freedom will benefit the Combined Federal Campaign (CFC). The money raised through CFC provides support to over 1,500 non-profit agencies. These agencies provide relief for hungry children, support for families in need of counseling, developing cures for various diseases, comfort for the dying, environmental protection, and better lives and renewed hope for millions of people.

***Agency Fair*** Some of the non-profit agencies participating will have booths at the race. These agencies will be available to provide detailed information on their role in the community and services they offer.

Find the registration form on the FEB website:  
[www.oklahoma.feb.gov/Forms/2005CFCRunRegistration.pdf](http://www.oklahoma.feb.gov/Forms/2005CFCRunRegistration.pdf)

---

GOVEXEC.com August 1, 2005

---

Culture change is the biggest challenge in adopting pay systems that reward performance and better recognize labor market conditions, according to experts.

Such a transition hinges on ensuring all parties with a stake in the system's outcome---executives, managers, human resource specialists and front-line employees---are given the proper training and resources and allowed to participate in the development of the new pay rules. These and other conclusions reached by public administration experts were recorded in a July 27 report by the Government Accountability Office.

Other ingredients to making reform successful include building in safeguards that ensure pay decisions are made fairly, basing reforms on clear objectives and values, and monitoring and refining pay rules based on employee feedback and structured analysis, the report said.

More than 70 representatives from agencies, unions, corporations, think tanks, universities and congressional offices participated in the March roundtable, which was hosted by GAO, the Office of Personnel Management, the Merit Systems Protections Board, the National Academy of Public Administration and the Partnership for Public Service. GAO compiled the comments of that meeting a report titled, "Symposium on Designing and Managing Market-Based and More Performance-Oriented Pay Systems. GAO report GAO-05-832SP

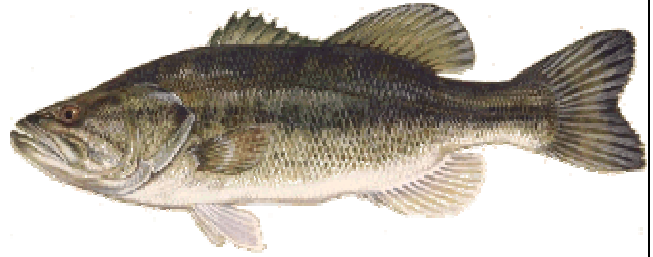




# Leadership Book Review

Written by Leadership FEB participant, Eddie Panko

**FISH! Authored by Stephen Lundin, Harry Paul and John Christensen**



A Remarkable Way to Boost Morale and Improve Results is the subtitle of the book. If your employees are bored at their job, this is your book.

The book is based on the story of Mary Jane Ramirez, who left sunny California to move to Seattle, and then suddenly widowed, is asked to engineer a turnaround of her company's troubled operations department, a group described as a "toxic energy dump." Most reasonable heads would call it a day and move on. Why bother with this bunch of losers? If she had not recently been widowed and saddled with medical bills, she would have passed on this promotion because of the headache potential. She was wondering to herself about how to fix the problem at the "toxic energy dump" one day at lunch when she saw a group of very happy employees interacting with their excited customers. Upon closer inspection she was able to draw inspiration from an unlikely source, the fun-loving fishmongers at Seattle's Pike Place Market! She started to ponder the situation, fish guys were doing a stinky, low wage and dead end job but they were very happy and performing great at the job. She was impressed with what she saw at the fish market. She began to inquire with the head fishmonger about the secret of his happy employees and he shared with her four things that his employees are encouraged to do each day:

- 1) **Choose your attitude:** You can be happy or frustrated at work, it is your decision, choose to be happy.
- 2) **Play:** Try to enjoy what you are doing at work like you are playing.
- 3) **Make Their Day:** Look for creative ways to engage your customer and create great memories for them of their experience with you. Try to find small things that make the day "their day".
- 4) **Be present:** Be fully engaged with your customer while having fun with your work.

When she applied these four rules to her department, things started to change in a positive way and everybody at the department performed better. As the "toxic energy dump" was cleaned up, the entire company was able to operate more efficiently and productively.

Shouldn't work be more than grudgingly toiling for 8+ hours a day? And, why shouldn't it be fun? While reading *Fish!* is not a magic solution to productivity, it does help employees find their way to a fun and happy workplace. It is a very easy book to read and you can finish it in a few hours.



## UPCOMING EVENTS September 2005

<b>Sep 1, 2005</b> 8:30 a.m.	<b>Federal Transfer Center Community Board Meeting</b> Federal Transfer Center
<b>Sep 5, 2005</b>	<b>Labor Day</b>
<b>Sep 6, 2005</b>	<b>Shared Neutrals Meeting</b> Pablanos, 909 S. Douglas, MWC POC: FEB Office, 405-231-4167
<b>Sep 7, 2005</b> All Day	<b>University of Tulsa Job Fair</b> See FEB web site for registration info
<b>Sep 7, 2005</b>	<b>Department of Homeland Security Agencies Workshop &amp; Tabletop Exercise</b>
<b>Sep 7, 2005</b> 11:30 a.m.	<b>Oklahoma City InfraGard Meeting</b> 13220 North Pennsylvania POC: FEB Office, 405-231-4167
<b>Sep 7, 2005</b> 2:00 p.m.	<b>Federal Employees Care Council</b> Allegiance CU, 4235 N Meridian, OKC POC: Tom Burton, 405-954-0625
<b>Sep 8, 2005</b> 11:00 a.m.	<b>Society of Government Meeting Professionals - Stillwater</b> POC: FEB Office, 405-231-4167
<b>Sep 12, 2005</b> 8am-4pm	<b>Diversity Day @ VA Medical Center</b> POC: VA Medical Center, OKC
<b>Sep 13, 2005</b> All Day	<b>Oklahoma State University Job Fair</b> See FEB web site for registration info
<b>Sep 15, 2005</b> 7:30 a.m.	<b>Executive Breakfast Forum</b> POC: FEB Office, 405-231-4167
<b>Sep 15, 2005</b> 10:00 a.m.	<b>American Indian Council Meeting</b> Bureau of Land Management-Moore POC: Mary Lou Drywater, 405-790-1040
<b>Sep 17, 2005</b> All Day	<b>Constitution Day and Citizenship Day</b>
<b>Sep 17, 2005</b> 8:00 a.m.	<b>CFC Fun Run/Walk</b> Stars & Stripes Park, OKC POC: Kim Sheppard, 405-954-
<b>Sep 20, 2005</b> 2:00 p.m.	<b>Emergency Preparedness &amp; COOP</b> 5020 S. Meridian, OKC POC: FEB Office, 405-231-4167
<b>Sep 21, 2005</b> All Day	<b>University of Tulsa Job Fair</b> See FEB web site for registration info
<b>Sep 21, 2005</b> All Day	<b>Leadership FEB Day – Law Enforcement</b>
<b>Sep 21, 2005</b> 10:00 a.m.	<b>Interagency Training Council Meeting</b> EEOC-210 Park Ave, Ste 1350, OKC POC: Sherri Beasley, 405-231-5854
<b>Sep 22, 2005</b> All Day	<b>University of Central Oklahoma Job Fair</b> See FEB web site for registration info
<b>Sep 22, 2005</b> 9:00 a.m.	<b>Faith Based &amp; Community Outreach</b> Location TBD POC: FEB Office, 405-231-4167
<b>Sep 30, 2005</b> 12:00 noon	<b>Naturalization</b> US Courthouse, OKC POC: FEB Office, 405-231-4167

*Know whether a problem is worth solving. There will always be dark days, but if your conviction of the value of the problem is such that you go right ahead in spite of the difficulties, the chances are that you will achieve success in the end.*

–Charles F. Kettering

## Your Federal Executive Board

*“Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community.” (GAO-04-384)*

*We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:*

- Ron Berryhill, Director, USDA Risk Management Agency
- Dennis Callahan, Warden, Federal Transfer Center
- Michael Diehl, Administrator, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507<sup>th</sup> Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Larry Flener, Representative for the District Director, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Chris Puckett, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@juno.com](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

### Elected Officers:

**Chair:** Dottie Overal, Director  
Small Business Administration

**Vice-Chair:** Chris Puckett, Director of Staff  
Oklahoma City Air Logistics  
Center, Tinker AFB

### Staff:

**Director:** LeAnn Jenkins

**Secretary:** Trish Plowman

**Program Support:** Constance Ward

**Program Development:** Janice Kurak

*Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.*



## Survival Training for Federal Supervisors & Managers

Upcoming Training to be held in Spring 2006: Watch our mailings and website for more information

### Training Agenda: *Day One*

#### HOLDING EMPLOYEES ACCOUNTABLE

Topics include:

- ✓ the five elements that the supervisor must include in every case of discipline,
- ✓ the importance of progressive discipline,
- ✓ how to document employee misconduct,
- ✓ how to select a defensible penalty,
- ✓ why you must discriminate against some employees,
- ✓ recognizing the types of charges brought against federal employees,
- ✓ how to draft an official reprimand and a proposal for a suspension or termination for misconduct,
- ✓ how to establish valid performance standards,
- ✓ when and how to initiate a Performance Improvement Plan (PIP),
- ✓ how to streamline the unacceptable performance procedures, and how to terminate an employee in eight days.

### Training Agenda: *Day Two*

#### RECOGNIZING EMPLOYEE RIGHTS

Topics of the day include:

- ✓ how to defend yourself against a claim of illegal discrimination or disparate treatment,
- ✓ how to respect the rights of whistleblowers while maintaining workplace discipline,
- ✓ applying the NO FEAR Act in the federal workplace,
- ✓ recognizing the rights of union officials in misconduct situations,
- ✓ understanding the various appeal procedures available to both the supervisor and the employee,
- ✓ counseling techniques that work and that satisfy legal requirements,
- ✓ the federal manager's personal liability when sued or charged with criminal misconduct relative to workplace conduct,
- ✓ when to hire a lawyer, and where else to get help when you need it.

**WHEN ALL ELSE FAILS HOW TO FIRE A FEDERAL EMPLOYEE (CD-ROM E-Training):** Each participant will also receive this CD-ROM training module that walks the supervisor and practitioner through the process of removing an employee for misconduct or unacceptable performance. The module begins with the basic theory of workplace discipline and culminates in the steps necessary to terminate or discipline a federal employee. The module includes: extensive audio and video clips; embedded web links for independent research; self-testing to check the user's comprehension of the subject; refresher review; the ability to email the author with questions; draft disciplinary documents that can be edited and used in practice (reprimand, suspension, removal, improvement plan); a *Douglas* Factor Worksheet; and investigatory memos. The training course permits the user to "bore down" into the material if a more in-depth presentation is needed, freeing users with more extensive knowledge from reviewing material that may be too basic.

### OUR INSTRUCTOR

William B. Wiley is a federal employment law attorney in private practice with nearly 30 years of experience in the field. He is the author of several books in the field, including *The Federal Manager's Guide to Improving Employee Performance*, *The Federal Employment Law Practitioner's Handbook*, and the *Advanced MSPB Practitioner's Handbook*. In addition, he has developed several e-training modules for computer-based instruction including *How to Fire a Federal Employee*, *How to Defend a Federal Employee*, and *Witness Preparation* (with Peter Broida). He is a frequent lecturer throughout government on the subject of federal employment law and is an adjunct faculty member at the Office of Personnel Management's *Management Development Center*. He is a senior contributor to the monthly newsletter, the *Federal Labor and Employee Relations Update*. He has held Presidential appointments under Presidents Reagan, George H.W. Bush, Clinton, and George W. Bush. Most recently, he served as a Presidential-appointed Chief Counsel to the Chairman of the U.S. Merit Systems Protection Board for over nine years. In that position, he reviewed nearly 18,000 appeals to the Board, and occasionally served as an Administrative Judge. In addition, Mr. Wiley has served as the Chief of Staff to the General Counsel of the Federal Labor Relations Authority and as Regional Employee Relations Advisor for the Department of the Navy. He is an author and a lecturer, as well as a legal representative for both agencies and employees before MSPB, EEOC, OSC, and in arbitration. His most recent book is *UNCIVIL SERVANT: How to Hold Government Employees Accountable*.



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
<b>September 2005</b>		<b>Emergency Preparedness Month</b>		<i>1</i> FTC Community Board	<i>2</i>	<i>3</i>
<i>4</i>	<i>5</i> <i>Labor Day</i>	<i>6</i> 11:00 Shared Neutrals	<i>7</i> Univ of Tulsa Job Fair DHS Workshop/Exercise 11:30 InfraGard 2:00 FECC	<i>8</i> 11:00 SGMP	<i>9</i>	<i>10</i>
<i>11</i>	<i>12</i> VAMC Diversity Day	<i>13</i> OSU Job Fair	<i>14</i> OSU Job Fair 7:30 Mayors Committee	<i>15</i> 7:30 Executive Breakfast 10:00 AIC	<i>16</i>	<i>17</i> <i>CFC Fun Run</i> Constitution & Citizenship Day
<i>18</i>	<i>19</i>	<i>20</i> 2:00 Emgcy/COOP	<i>21</i> Univ of Tulsa Job Fair Leadership FEB Day 10:00 ITC	<i>22</i> UCO Job Fair 9:00 Faith-based Community Outreach	<i>23</i>	<i>24</i>
<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i> 12:00 Naturalization	

OKLAHOMA FEDERAL EXECUTIVE BOARD  
 215 DEAN A MCGEE STE 320  
 OKLAHOMA CITY OK 73102-3422  
 OFFICIAL BUSINESS USE ONLY

We wish to thank the FAA Franchise Print shop for their assistance in the duplication and distribution of this newsletter.